

**M e m o r a n d u m**

Date: July 15, 2010

To: Telecommunications Section  
Attention: Captain J. Whiteford

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of Inspector General

File No.: 010.13424.A07146.010

Subject: 2010 REMOTE SITE PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Telecommunications Section of departmental owned telecommunications equipment located at the Little River Hill remote site could not be verified. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that departmental inventory records are complete and accurate, a remote site containing state owned property assigned to your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of property assigned to your command and located at the Little River Hill remote site was completed by the Property Inspector (PI) on May 26, 2010. Using property records from the appropriate Office(s) of Primary Interest (OPI), the PI inspected all items listed under telecommunications (Attachment C). No property was found under the general inventory control (Attachment B).

According to the OPI inventory list, the Little River Hill remote site had a total property inventory population of five items. When comparing equipment recorded on the telecommunications property inspection list to equipment located at the Little River Hill remote site, all items reconciled and no discrepancies were noted (Attachment A).

When comparing equipment located at the Little River Hill remote site to the OPI inventory list, one item was located. The item located was property tagged but not added to the departmental Oracle database for equipment tracking and accountability. The property inspection results of equipment located to the OPI inventory list are summarized in (Attachment A).

I request your command research and investigate the discrepancy in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual,

***Safety, Service, and Security***

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Chapter 8, Equipment, and work with the appropriate OPI to rectify any variance. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify the above listed discrepancy has been rectified, please submit a memorandum to the Office of Inspector General by October 15, 2010.

In accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspector General would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in blue ink, appearing to read "E. Sanchez", is positioned above the printed name.

E. SANCHEZ, Captain  
Interim Inspector General

Attachments

cc: Office of Assistant Commissioner, Staff  
Information Management Division  
Office of Inspector General, Audits Unit

# ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL  
OFFICE OF INSPECTIONS, AUDIT UNIT  
PROPERTY INSPECTION DISCREPANCY REPORT  
Little River Hill - RS7304  
May 26, 2010**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Propane Tank	F1850		X				Item located on-site. CHP asset number not recorded in the Department's Oracle database for equipment tracking and accountability.

# ATTACHMENT B

This section is blank.

# ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL  
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT  
Little River Hill - RS7304**

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	SITE CODE	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>												
1	F1398	Vault			N/A - VAULT	7304	x					
2	F1822	MISC. ACCTG.				7304	x					
3	F1851	Propane Tank			143328	7304	x					
4	R28365	Base Station - rack type		REMOTE	9344544	7304	x					
5	R59204	Base Station - rack type	W/73691		1459609	7304	x					
<b>EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)</b>												
1	F1850	Propane Tank				7304			X			Item located on-site. CHP asset number not recorded in the Department's Oracle database for equipment tracking and accountability.

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

# SUPPORTING DOCUMENTATION



## Item Number

Look up by

☒ Tag # ☐ Serial #

## Asset Information

F-1850 - NOT in ORACLE database.

Propane Tank - Little River Hill -  
RS7304

